



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION OPEN SPOT FOR COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS AND SALINAS VALLEY PSYCHIATRIC PROGRAM COOK SPECIALIST I

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
PO BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 935-7120

METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 863-7011

NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA 94558-6293
(707) 253-5611

PATTON STATE HOSPITAL
HUMAN RESOURCES-EXAM/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730

SALINAS VALLEY PSYCHIATRIC PROGRAM
SELECTION SERVICES UNIT
PO BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EX. 7320

California Relay for the hearing impaired:
From a TDD Phone (800) 735-2929
From a Voice Phone (800) 735-2922

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

COOK SPECIALIST I

DJ40/2185

FINAL FILLING DATE: CONTINUOUS

EXAMINATION ELIGIBILITY LIMITATION	A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.
FINAL FILE DATE	CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
SALARY RANGE	\$2,378 - \$2,891 The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required. NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement. <u>Either I</u> One year of experience in the California state service performing the duties of a Food Service Technician I. <u>Or II</u> One year of experience in assisting a cook in the preparation and cooking of a varied menu. (Full-time training in a recognized trade school or training program for cooks may be substituted for the required experience on the basis of one month of school attendance being equal to two months of experience.)
DEFINITION OF TERMS	" performing the duties of . . . " means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.
SPECIAL PERSONAL CHARACTERISTICS	Willingness to work with resident population of State institutions; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.
POSITION DESCRIPTION	Assist in preparing, cooking, and dispensing food for the residents and employees of a State institution; to care for culinary equipment, supplies, and work areas; to work with employees and helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.
POSITION LOCATION(S)	Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

EXAMINATION SCOPE**QUALIFICATIONS APPRAISAL – WEIGHTED 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Methods and procedures used in the operation, cleaning, and care of utensils, equipment and work area.
2. Food handling sanitation in the preparation and operation of a food service work area.

Ability to:

1. Follow directions both verbally and in writing.
2. Keep records related to food service.
3. Analyze situations accurately and adopt an effective course of action.
4. Communicate effectively for successful job performance.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**ELIGIBLE LIST
INFORMATION**

Departmental open eligible lists will be established for the Department of Mental Health, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program. The eligible lists will be used to fill vacancies at Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program. Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922